



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

### **INTERIM VISIT (College)**

**INSTITUTION:** Oxford House College

**ADDRESS:** 24 Great Chapel Street  
London  
W1F 8FS

**HEAD OF INSTITUTION:** Mr Tim Matthew

**Accreditation status:** Accredited

**Date of visit:** 11 January 2017

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued Accreditation 23 March 2017

## **PART A - INTRODUCTION**

### **1. Background to the institution**

The Oxford House Group (OHC Group) is a group of English language colleges. It runs short courses, termed programmes, in London, Stratford-upon-Avon, Oxford and Richmond. OHC offers English language, primarily for overseas students, and teacher education programmes for home and overseas students. It is owned by the Australian Liberty Education Group through an English limited company, Larkspur (Oxford) Ltd, with three Directors. OHC is also a member of the Holmes Group of educational institutes. The London College (OHC London/the College) was established in 1974 to offer English language programmes. Teacher education programmes have been offered at OHC London since 1993.

The OHC Group's three senior managers are based at OHC London and have developed a unified curriculum. The curriculum is offered throughout the group, with a unified management structure that is both holistic, viewing all four colleges as a single operation, and flexible in operation to meet local needs. Although the two main aspects of the OHC Group's work, English language training and teacher education, are structured financially as two separate companies responsible to the holding company, they run as a seamless operation. OHC London is the subject of this interim inspection.

### **2. Brief description of the current provision**

OHC London currently runs English language programmes of one week and longer. Students are assessed on arrival and enrolled at a suitable level. In 2016, it enrolled 2622 students for Cambridge, Trinity and international English language testing system (IELTS) examinations and one-to-one English teaching. Certificate in English Language Teaching to Adults (CELTA) and Diploma in English Language Teaching to Adults (DELTA) teacher programmes comprise home and overseas students, with most from outside the European Union (EU).

English and teacher education programmes are currently run as full-time, part-time and evening classes, on a roll-on, roll-off basis throughout the year. OHC London offers General English as a Foreign Language programmes from Elementary to Advanced, Levels A1 to C1 (Common European Framework of Reference for Languages), which are internally validated. It also provides Cambridge examination programmes including IELTS, Cambridge Advanced English (CAE) and the First Certificate in English (FCE). Specialised programmes include Executive English, General English and General English Plus, Conversation and Pronunciation and One to One. OHC London offers teacher training programmes including the Cambridge CELTA and DELTA and the internally verified Overseas Teachers programme which is divided into two components: Creative Methodology, Weeks 1 and 2, and Effective Classroom Practice, Weeks 3 and 4. The Overseas Teachers programme is recognised by Erasmus Plus for student funding. Bespoke study groups are also offered where courses are designed specifically to meet the requirements of OHC's customers.

In 2016, OHC London enrolled a total of 2,341 full time students of whom 1,088 were from EU countries and 64.5 per cent were female. It also enrolled 281 part-time students of whom 160 were from EU countries and 52.6 per cent were female. Since 2014, the OHC Group has made a number of further improvements to policy and practice of safeguarding students under the age of 18, for example with regard to staff training and provision of robust risk assessments.

On the week of the inspection, a total of 230 students were enrolled, 26 of whom were attending on a part-time basis. One hundred and twenty-four students were on student visas, 26 were on general visas including four on Tier 4. Four students were under 18. Sixteen students were enrolled on the current CELTA programme.

OHC London's hours of operation are 09.00 to 20.30. Students are allocated to the appropriate level following a rigorous placement test. Overall provision matched expectations described in the promotional literature and on OHC London's website, which was scrutinised and found to be accurate, informative and easy to navigate.

### **3. Inspection visit process**

One inspector spent half a day inspecting OHC London's premises, meeting the Group Principal, Programme Manager and students from different study groups including IELTS, CAE and the Overseas Teachers programme. Relevant documentation was also scrutinised. A lesson on the Overseas Teachers programme was observed during the inspection.

### **4. Inspection history**

Full accreditation:	11 October 2005
Interim:	1 December 2008
Re-accreditation:	26 - 27 October 2010
Supplementary:	29 November 2013
Re-accreditation:	8 – 9 June 2015

**PART B – JUDGMENTS AND EVIDENCE**

*The following judgments and comments are based upon evidence seen by the inspector during the inspection and from documentation provided by the institution.*

**1. Significant changes since the last inspection**

None.

**2. Response to actions points in last report**

Not applicable.

**3. Response to recommended areas for improvement in last report**

*Teachers could make more use of different aspects of technology to enhance English lessons, for example video clips to generate scenarios for discussion.*

OHC London provides its teachers with portable data projectors which can be connected to the desktop computers available in each of the teaching rooms. The computers have access to the internet and the projectors are used to show videos of examinations, DVDs on teaching methodology and extracts from websites which complement the lesson content. Students on both the English language and teacher training programmes are encouraged to make their own videos and these are then shown to the other students in their study group.

**4. Compliance with BAC accreditation requirements**

**4.1 Management, Staffing and Administration (spot check)**

	Met	Partially met	Not met	
The standards are judged to be	✓			
<b>Comments</b>				
The three senior managers based in OHC London are extremely experienced and their roles complement each other very effectively. At the time of the inspection, there were 14 full-time teaching staff, 3 part-time teaching staff and 10 administrative staff employed at OHC London.				

**4.2 Teaching, Learning and Assessment (spot check)**

	Met	Partially met	Not met	
The standards are judged to be	✓			
<b>Comments</b>				
A high standard of teaching and learning was evident in the observed lesson on the Overseas Teachers programme. Teachers in the College are very experienced and have comprehensive English language teaching expertise. They have a very supportive relationship with the students and maximise students' engagement through challenging and interesting practical activities. They offer continuous constructive advice to students on their progress in the English language programmes.				

#### 4.3 Student Welfare (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p><b>Comments</b></p> <p>A high level of student welfare was in evidence and has been well established for many years. Students had a very positive view of the support they were given at all levels and find the staff at the College easily approachable. Safeguarding policies and procedures are thorough and have regard to the latest national legislation and guidelines. The College has introduced a staff training programme, which is delivered by the Academic Manager, on national requirements such as the Prevent strategy and safeguarding. However, there is currently no internal certification for in-house training provided for teachers who attend and no record of attendance.</p> <p>During a brief interview, students confirmed that staff at OHC London responded quickly to their emails, and the Programme Manager was very helpful and easily contactable.</p>				

#### 4.4 Premises and Facilities (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p><b>Comments</b></p> <p>At the time of the inspection, Crossrail works were taking place next to the College. Crossrail has worked with OHC London to ensure minimum disruption to classes and examinations. The proposed entrance to the new rail service will be at Tottenham Court Road, leaving the College in an advantageous position.</p> <p>OHC London has 16 classrooms of varying sizes. The College is in a self-contained building over four floors, two staircases are used for access, one at either end of the building. Male and female toilets are available on alternate floors. Closed circuit television (CCTV) monitors the fire exit and main entrance. The Library also contains a seminar area which is used for the weekly induction sessions held on Mondays and there are three computers for student access. Wifi is available throughout the building, OHC London offers a separate student and teacher network with the remote server being based in Australia. The staff room is located next to the library and this contains storage for the teachers and a separate kitchen area.</p>				

## **PART C – SUMMARY OF STRENGTHS AND ACTION POINTS**

<b>STRENGTHS</b>
<p>Communication in the College is close and direct, the management team is well established.</p> <p>Strategic and day-to-day management across OHC London and the OHC group network of colleges is efficient and thorough.</p> <p>OHC London's staff are experienced and very well qualified.</p> <p>The OHC group's policies are well implemented to achieve high outcomes for its students, which enables OHC London to maintain its long-standing, well respected reputation.</p> <p>A high standard of teaching and learning was seen in the observed lesson. OHC London's teachers are experienced English language teachers and teacher trainers. They also maintain very supportive relationships with the College's students.</p>

<b>ACTIONS REQUIRED</b>	<b>Priority H/M/L</b>
None.	

<b>RECOMMENDED AREAS FOR IMPROVEMENT</b>
It is recommended that internal certification for in-house training, i.e. Prevent/Safeguarding etc. should be provided for teachers who attend and a record of attendance should be kept in the relevant staff member's folder.

<b>COMPLIANCE WITH STATUTORY REQUIREMENTS</b>	
<b>Declaration of compliance has been signed and dated.</b>	<b>YES</b>
<b>Further comments, if applicable</b>	
Not applicable.	